



VILLAGE OF BELLPORT BUILDING PERMIT PROCESS

A building permit is required in the Village of Bellport for any new construction or alteration of any building, structure or property in the Village of Bellport, whether commercial or residential.

The following is the process to obtain a building permit:

1. Submit a completed Building Permit Application with all required documents.
2. The permit is reviewed by a building inspector who will do one of the following:
 - a. Approve the application and issue a building permit.
 - b. Deny the permit and advise the applicant to apply to one or more of the following boards:
 1. Zoning Board of Appeals
 2. Planning Board
 3. Architectural Review Board
 4. Historic District Preservation Commission

If a permit is denied, the applicant will be sent a letter of denial with an application to the appropriate board.

3. The applicant should then apply to appropriate board. The application will be reviewed by Chairperson of the Board who will do one of the following:
 - a. Accept the application as complete and schedule it for a hearing.
 - b. Deny the application – the applicant will be sent a letter with reason that the application is found to be incomplete.
4. Once the application is approved by the appropriate board, a building inspector and the Village Attorney will review the application again for legal sufficiency, determine the permit fees and issue the building permit based on board findings. The building permit will be good for one year from date of issuance.

Note: If the application is denied by the Planning Board, the Architectural Review Board or the Historic District Preservation Commission, the applicant may apply to Zoning Board of Appeals.

5. The applicant will be contacted to pick up the building permit and pay any fees.
6. The building permit must be posted on job site throughout construction until job is finished.
7. If a job is to run through expiration of building permit, the applicant must come in 30 days prior to expiration and renew the permit.